



Burghley Close  
Walcot  
Swindon  
SN3 3BS  
Tel: 01793 954802

### **Booking Rules**

1. After making a booking a deposit will need to be paid to secure the booking slot. So either the sum identified as the deposit or a sum equal to 50% of the booking cost will need to be paid within 21 days after making the booking.
2. If no payment has been made by the due date the booking will not be secured and the slot will be freed and will be available to anyone requesting the slot. The onus is on the person making the booking to ensure payment is made within the 21 day time slot.
3. When making payment the following information is required;  
The name of the person making the booking (Include First Name & Surname in full)  
The Invoice Number (INV-0000)

If this information is not given payment details of the payment might not be allocated to you booking and the booking seen as not having payment made.

4. If the booking is cancelled 21 days or less before the event the deposit might be forfeit.
5. Anyone owing money to the centre will not be eligible to make any further bookings at the centre.
6. Due to organisational constraints we are unable to take bookings with less than 14 days' notice.
7. After recent experiences we will not let the centre out without our Security Officer being deployed; the cost for this is added to the booking cost.

David Bell  
Treasurer  
Buckhurst Park Community Centre